

**NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS**

**JOB VACANCY POSTING**

**POSTING NUMBER:** HR- 0074

**ISSUE DATE:** April 17, 2014

**TITLE:** Principal Clerk Typist

**CLOSING DATE:** May 1, 2014

**DIVISION/UNIT:** Codes and Standards / Office of Regulatory Affairs

**LOCATION:** DCA Building, 101 S Broad Street, Trenton NJ

**POSITION(S):** 1

**SALARY RANGE:** R12: \$34,032.56-\$47,565.77

**DISTRIBUTION:** Department

**DESCRIPTION OF MAJOR DUTIES:** In the Division of Codes and Standards, Office of Regulatory Affairs maintains schedule of staff, types all investigative, municipal and onsite agency letters and reports of a complex and/or confidential nature. Updates and maintains CORRS tracking system. Maintains open and closed investigative municipal assistance files; does other related duties as required.

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**REQUIREMENTS**

**EXPERIENCE:**

Two (2) years of keyboarding experience which shall have included clerical work containing a relatively large proportion of difficult tasks.

**NOTE:** Successful completion of a clerical training program with a minimum of 700 classroom training hours or 30 semester hour credits in secretarial science from an accredited college or university may be substituted for one (1) year of general experience indicated above. Course work must include keyboarding skills, methods, and procedures, and other courses may include office procedures, word processing, and business English.

**LICENSE:**

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

- ☒ A promotable eligible exist within the unit scope.
- ☒ A promotional or open competitive list exists.
- ☐ Depending upon the qualifications of applicants, appointment may be made at a lower level.

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**Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number to:**

Office of Human Resources  
New Jersey Department of Community Affairs  
HR# 0074  
PO Box 800  
Trenton, New Jersey 08625  
Resumes may be emailed to: [resume1@dca.state.nj.us](mailto:resume1@dca.state.nj.us)

**Interviews will be granted on the basis of the resume.**

**NOTE:** In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

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**The New Jersey Department of Community Affairs is an Equal Opportunity Employer**